

ROUTING AND TRANSMITTAL SLIP

Date **11/3 AUG 1986**

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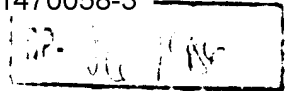
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AUG 12 1986

MEMORANDUM FOR: Deputy Director of Central Intelligence

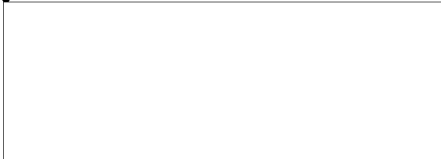
VIA: Executive Director
Deputy Director for Administration

FROM: Robert W. Magee
Director of Personnel


SUBJECT: Retirement and Financial Planning Seminar

1. We would like to invite you to present the opening remarks at our annual Retirement and Financial Planning Seminar on 21 October 1986. The program, which is designed to help those employees at or nearing retirement age, is well attended and very popular with our employees. We use a number of outside speakers who are experts in various aspects of retirement planning to help employees prepare financially and personally for this major change in their lives.

2. Each year, we have a kickoff speaker who provides some key introductory remarks covering approximately 10-15 minutes. We would like very much to have you make this presentation this year from 9:15-9:30 a.m. in the Auditorium. Your participation in the seminar would show senior management's concern for our employees as they prepare for retirement and help to make them aware of the full range of Agency services available to assist them. If your busy schedule permits you to make this presentation, we will provide you with an outline of suggested comments.


Robert W. Magee

I will () will not (✓) address


Deputy Director of Central Intelligence

26 Aug 86
Date

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OP/EBS/RD/ (29 July 1986)

Tentative Schedule

RETIREMENT AND FINANCIAL PLANNING SEMINAR

1986

OCTOBER 21, 1986-----Tuesday

0915-0930 Opening Remarks

0930-1030 Facing Retirement: Overview of the Problems and Opportunities

1030-1045 Break

1045-1145 Update on the Federal Retirement System Act of 1986

1145-1215 The Summary of Employment

October 23, 1986-----Thursday

0910-0950 Retirement Division Services

0950-1000 Break

1000-1100 Avoiding the Pitfalls in Estate Administration (Wills, Trusts, Gifts, Etc.)

1100-1110 Break

1110-1135 Voluntary Investment Plan

1135-1200 Northwest Federal Credit Union: Saving, Investment and Loan Alternatives

October 27, 1986-----Monday

0915-1015 Staying Healthy After 50

1015-1030 Central Intelligence Retiree Association (CIRA)

1030-1045 Break

1045-1100 Association of Former Intelligence Officers (AFIO)

1100-1200 Residential Considerations in Retirement: Where to Live Tomorrow

October 29, 1986-----Wednesday

0915-0930 Vocational Testing and Counseling

0930-1030 Post Retirement Employment and Voluntary Activities

1030-1045 Break

1045-1145 Private Sector Insurance Alternatives and their Role in your Retirement Plans

October 31, 1986-----Friday

0910-1010	The Role of Personal Finance in Planning for Retirement
1010-1020	Break
1020-1120	Investing for Retired Adults
1120-1130	Break
1130-1215	Social Security

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